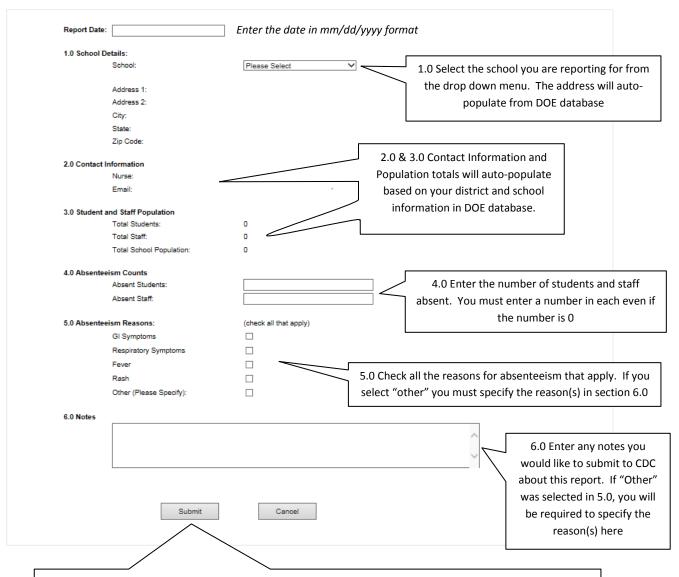


15% Absenteeism Reporting Reference Guide

The login page: https://neo.maine.gov/DOE/NEO/Accounts/Account/Login If you have trouble with login, contact the Help Desk: 624-6896

Located in NEO under Student Data tab

School High Absenteeism Reporting Form



Clicking "Submit" will calculate the percentages for absenteeism and will only submit to CDC if the percentage is 15% or higher. If the total calculation is not 15% or higher NEO will not submit the data to CDC and will ask you if you would like to save the information. Please check for accuracy before submitting – the NEO system does not have the ability to edit or retract reports once submitted. If changes are needed, districts will need to contact CDC directly. disease.reporting@maine.gov or fax (1-800-293-7534)